

LEVELS OF GSS/CONTRACTING ASSISTANCE

Level I – Agency Process Holder

GSS Responsibility

Direct Agency to GSS Website:

- Process Guidance
- Forms & Documents
- ITB / RFP Template

Provide Guidance in Selection of Appropriate Solicitation Process:

- Invitation To Bid (ITB)
- Request for Proposal (RFP)

Consult and Respond to Questions:

- Delaware Procurement Code Title 29, Chapter 69
- Contracting Process

Review Agency Documents (if requested):

- Bid Solicitation Package

Agency Responsibility

Assemble Bid Solicitation Package:

- Specifications
- Terms and Conditions

Complete Bid Process:

- Advertise two (2) weeks (consecutive)
- Hold Pre-bid Conference (if applicable)
- Hold Bid Opening
- Award Contract
- Execute and Administer throughout the term of contract
- Place order with Awarded Vendor

LEVELS OF GSS/CONTRACTING ASSISTANCE (continued)

Level II - Agency Process Holder

GSS Responsibility

Provide Contracting Process Guidance:

- Reference Delaware Code
- Website Processes

Provide a "Draft Package" (agency requested):

- Standard Terms and Conditions
- General / Special Provisions

Ensure Document is effective:

- Terms and Conditions

Agency Responsibility

Supply Specification (if draft requested):

Supply Mailing List of Vendor

- Maximizes Completion (agency should have responsibility)
- Viable Vendor Sourcing (agency should have responsibility)

Approve "Draft" (if requested):

- Specifications
- Terms and Conditions

Complete Bid Process:

- Advertise two (2) consecutive weeks
- Hold Pre-bid Conference (if applicable)
- Hold Bid Opening
- Award Contract
- Execute and Administer throughout term of contract
- Place order with Awarded Vendor

LEVELS OF GSS/CONTRACTING ASSISTANCE (continued)

Level III - GSS Process Holder

GSS Responsibility

Provide Draft of Bid Package:

- Specification
- Terms and Conditions
- General / Special Provisions

Complete Bid Process:

- Advertise two (2) consecutive weeks (Agency Expense)
- Hold Pre-bid Conference (if applicable)
- Hold Bid Opening
- Obtain Agency Award approval
- Award Contract
- Execute Contract

Agency Responsibility

Provide GSS:

- Specifications
- Timeline
- Mailing List of Vendors
- Signature documents from Agency head that cedes Administrative responsibility to Government Support Services.

Approve:

- Bid Package

Approve:

- Contract Award

Place Order with Vendor:

- Credit Card
- Purchase Order